



Wyoming Department of Education

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MEMORANDUM NO. 2009-201

TO: School District Superintendents
WISE Coordinators
Business Managers
Personnel Directors
District Staffing Contacts

FROM: Susan Williams
Data Analyst – WDE602 Data Steward

DATE: December 18, 2009

SUBJECT: Districts who Reported Employees with the EP Insurance Code will be Required to Resubmit

PURPOSE FOR RESUBMISSION OF THE 2009 WDE602

After the release of the WDE602 in October of 2009 it came to the attention of the Wyoming Department of Education staff that a change was made to the 2010 Employee Group Insurance information.

In 2009 the employer contribution categories were:

- EO - Employee Only
- FY - Family
- SC - Split Contract
- NA – None
- EP - Employee Plus Spouse or Children

The new 2010 employer contribution categories are:

- EO – Employee Only
- FY – Family
- SC – Split Contract
- NA – None
- ES – Employee Plus Spouse
- EC – Employee Plus Child[ren]

Since the WDE602 was already released by the time the change was discovered, the Wyoming Department of Education determined that it would seek a formal recommendation from the School Finance Data Advisory Committee (SFDAC)

about whether to update the employer contribution categories on the WDE602 or wait until the next collection cycle. At the December 2, 2009, SFDAC meeting it was recommended that districts edit and resubmit their WDE602 Employment files. Thirty of the forty-eight districts reported employees with the EP code in the 2009 WDE602. If you are one of those thirty districts who previously submitted employees with the EP insurance code your district will need to update their employee employment records, changing the EP code to either ES or EC. **There will be one exception. Employees who formerly had the EP Code, and separated from your district on or before July 1, 2009, will still need to be reported using the prior year's EP Code.**

Why is Resubmission of the WDE602 so Important to Districts?

The health insurance component of the Wyoming Funding Model is calculated in accordance with W.S. 21-13-309(F). This calculation requires the use of employer contribution categories which are reported by districts via the WDE602. Since the 2010 employer contribution categories have different costs associated with them (\$1,093.60 for employee plus child[ren] and \$838.07 for employee plus spouse) the WDE will need to collect this data in the 2010 format in order to calculate accurate health insurance amounts in the funding model. The formal recommendation from the SFDAC to amend the WDE602 file specs and require districts to resubmit the WDE602 was based upon the potential loss of health insurance funding related to the changes in the State employer contribution categories and costs.

When, Where, and How can the WDE602 Employment Files be Resubmitted?

The WDE602 can be resubmitted by districts with the new codes between Friday, December 18, and Friday, January 15 in the State Report Manager (SRM). Districts will need to select the "New Trial" button and re-upload all three files: Employment, Assignment and Experience. After the files are uploaded and any errors are resolved, districts can then choose the "Send to WDE" link.

Where are the Collection Documents Posted?

The current data elements are available on the WISE website. A link to the WISE website is available through the Forms Inventory at:

https://wdesecure.k12.wy.us/stats/wde.forms.details?the_form=602.

Who to Contact for More Information?

If you have any questions regarding the WDE602, please contact Susan Williams at 307-777-6252 or swilli@educ.state.wy.us.

SW:tw

Attachment

Districts Required to Edit the WDE602

Albany 1	0101000
Big Horn 1	0201000
Big Horn 3	0203000
Big Horn 4	0204000
Campbell 1	0301000
Crook 1	0601000
Fremont 2	0702000
Fremont 6	0706000
Fremont 21	0721000
Fremont 24	0724000
Fremont 25	0725000
Fremont 38	0738000
Goshen 1	0801000
Hot Springs 1	0901000
Laramie 2	1102000
Lincoln 2	1202000
Natrona 1	1301000
Niobrara 1	1401000
Sheridan 2	1702000
Sheridan 3	1703000
Sublette 9	1809000
Sweetwater 1	1901000
Teton 1	2001000
Uinta 1	2101000
Uinta 4	2104000
Uinta 6	2106000
Washakie 1	2201000
Washakie 2	2202000
Uinta 1	2301000
Uinta 7	2307000